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ABSTRACT

Ideas, shortcuts, and tips on discipline, portfolios, academics, and parent involvement are organized in a list format to help teachers work more efficiently. The six chapters include: (1) Academics (Reading, Writing, Spelling, Science, and Math Journals); (2) Portfolios; (3) Discipline; (4) Caring; (5) Parents (First Time Communication, Involving, Informing, Conferences); and (6) Miscellaneous. Reproducible worksheets are included for teacher use. Contains an index. (LH)

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